

ADMINISTRATIVE - INTERNAL USE ONLY

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4 September 1973

MEMORANDUM FOR: Special Assistant for Information Control
SUBJECT : Planning the Seventh Annual Records
Management Conference.

1. The following are attached:

- a. Memorandum dated 31 August 1973, Subject:
Fourth Meeting of the RMO Conference
Planning Committee
- b. Agenda for the Conference
- c. Administrative matters to be considered

2. The Committee has completed its assignment. It was a pleasure to be associated with this group. Everyone worked hard to come up with an agenda which would be constructive, informative and interesting. We think we succeeded.

3. Thank you very much for your prompt assistance on all matters which the Committee put before you.

Atts: a/s

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